


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE PL 105-220 Section 117(g) ARS Section 38-501 - 511	PAGE 1 OF 1
	ORIGINAL ISSUE DATE January 2006	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Conflict of Interest and Nepotism		ADDENDA:

Purpose:

Clarify what constitutes Conflict of Interest and Nepotism for MWC Board members and WDD staff having relatives or a substantial interest in contracts, purchases, services, decisions and other matters involving WIA funds.

Responsibility of:

Maricopa Workforce Connection Board members, all WDD staff

Process Description:

Conflict of Interest and Nepotism apply to members of Maricopa Workforce Connections Board as well as all employees of the Human Services Department Workforce Development Division.

Conflict of Interest

Per WIA Section 117(g) a member of a local board may not vote on a matter under consideration by the local board regarding the provision of services by the member or by the entity that the member represents that would provide direct financial benefit to the member or their immediate family.

Board members must make known the interest and refrain from participating in any discussions and decisions involving the matter.

Nepotism

Applicants applying for WIA services are asked if any family members hold elected, appointed, or administrative positions funded by WIA, or have authority or advisory responsibility for the expenditure of WIA funds. If the response is yes, the name, relationship to applicant, agency and position are obtained.

The staff member will not have any involvement with the relative in the following areas:

- Determination of eligibility for WIA services
- Decision of enrollment into WIA services
- Case management responsibilities including development of an IEP, assessments, approval of occupational training, issuance of ITA vouchers, approval of supportive services, and award of incentives.
- Follow-up and retention services